

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## SUPPLEMENT 7

### ACQUISITION AND DISPOSITION OF VEHICLES AT INTERNATIONAL LOCATIONS

#### 1. PURPOSE

This supplement provides additional requirements for the acquisition and disposition of MRP-owned vehicles at international locations.

#### 2. POLICY

- a. Vehicles at international locations are eligible for replacement after 4 years or 40,000 miles, whichever comes first.
- b. ASD, Personal Property Section must be notified of acquisitions or dispositions.

#### 3. MOTOR VEHICLE PURCHASE SCHEDULE

If vehicles are to be purchased in the U.S. and exported to the international location, requests must be submitted to the ASD, Personal Property Section by September 30 for the December vehicle delivery or by March 1 for the August delivery.

#### 4. EXCESSED VEHICLES

- a. The Form SF-122, Transfer Order, Excess Personal Property, must be completed and submitted to RMS for approval.
- b. The Administrative Officer will forward the SF-122 to ASD, Personal Property Section.
- c. Vehicles identified as trade-ins are generally sold by the Embassy. This applies to vehicles that were purchased at an international location.

#### 5. DONATED VEHICLES

- a. Donations of MRP-owned vehicles are not allowed without authorization. To obtain authorization, the program donating the vehicle(s) must submit a written request to their Administrative Officer or equivalent. The request must contain:
  - (1) The reason why the following disposal methods are not preferred:
    - (a) Redistribution to establishments within the parent agency;

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- (b) Transfer of replacement property and/or foreign excess property to another agency;
  - (c) Sale/exchange of replacement property, foreign excess property, and scrap or salvage; or,
  - (d) Grant-in-aid or project contribution (Agency for International Development only).
- (2) A description of the condition of the vehicles, maintenance status, and local road conditions.
- b. The Administrative Officer or equivalent will forward the request to ASD, Personal Property Section.

### **6. VEHICLES TO BE SOLD**

- a. Operators or VAO designee will ensure that the vehicle is delivered to the sale location designated by GSA or the Embassy.
- b. The Embassy should issue a general receipt on the sale of the vehicle. The VAO will forward the receipt to ASD, Property Section.